

The COOP team should meet regularly throughout the planning process as well as once the COOP plan is completed to revise and update it accordingly.

### **C. Initial Project Meeting**

Use Worksheets # 3, 4, 5, 6, and 7 to complete this task.

Once a COOP Team is selected the COOP Coordinator needs to set up the initial project meeting. The project meeting should include the COOP Coordinator, members of the COOP Team and senior management.

The following topics should be covered during the first COOP Team meeting:

- COOP Project Team Organization; including the team's mission statement.
- Roles and responsibilities of individual members and the team as a whole.
- Definition of COOP Team objectives and deliverables to ensure that work undertaken is relevant to the requirements of the project.
- Project Milestones to enable progress to be tracked against an approved schedule.
- Reporting process to be issued by the COOP Coordinator to senior management.
- Review and approval process.
- Coordination with external response agencies.

Each agency may also choose to develop a cost-planning template (Worksheet # 8) so that costs associated with the COOP plan are identified at the beginning of the planning process. Descriptions should be sufficient to ensure managers not involved with the project can understand the nature of the proposed expenditure.

It may be necessary for the COOP Team to prepare a list of documents and information required to be shared with them during the planning process (Worksheet # 9). Any documents that contain sensitive information should be given special care to ensure confidentiality is not compromised. Copies rather than originals may be provided.